



July 16, 2012
Kyiv, Ukraine

Dear Prospective Quoter:

SUBJECT: Request for Quotations SUP300-12-Q-0007 (Language Classes for Adults)

The Embassy of the United States of America invites you to submit a quotation for the following language training course as per scope of work provided below:

Survival Beginner Course

The Contractor shall provide an intensive, survival language group instruction program for newly arrived State employees and eligible adult family members with little or no language background. Instruction will focus primarily on Russian speaking and listening with less time spent on reading as it relates to the topics proposed herein at a firm-fixed price per course.

Each course will run six (6)-weeks in length with two (2) hours of instruction per day, three (3) times per week. The six-week course will be offered three times over the year. The majority of the sessions will be conducted in a classroom setting with a small group of 5-8 students. Four (4) classes (four two-hour instruction blocks) will be conducted as fieldtrips. The Contractor shall be available to do the fieldtrips on Saturdays if necessary.

The Government will provide the course start dates and location for each course minimum one week prior to the course start date.

The Contractor is responsible for organizing own transportation to and from the classroom location and field trip locations.

Offer shall include, at a minimum, the following information:

1. **Price per six-week course in USD or local currency**, including all applicable taxes
2. Cancellation policy
3. Full 6-week lesson plan: the lesson plan should stress speaking and listening and only cover very basic reading skills. At a minimum, the lesson plan should be provided in English, include details for the fieldtrips, and include the following elements:
 - Basic conversation: hello, goodbye, thank you, my name is, what is your name, how are you, where is, what is...
 - Numbers – repeating, understanding, using
 - Days of the week, Months
 - Time – asking what time, understanding what time versus how long, providing a time
 - Seeking emergency assistance - focused on developing a set of terms and phrases for Mission members to be aware of potential safety/security problems, to know basic

safety phrases and have a basic survival vocabulary in an emergency when English-speaking help is not available.

- Asking for directions
- Ordering in restaurants
- Speaking with household staff (maids, nannies, babysitters, house sitters, dog walkers, etc)
- Metros, buses, trams: asking where certain stops are, asking the price, asking location, recognizing public signs written in Ukrainian
- Asking for items at the grocery store and the market
- Making appointments by telephone (calling a taxi, salon appointments)
- Russian alphabet and reading basics
- Identifying differences between Russian and Ukrainian script (so student is aware of which language they are looking at)

The following fieldtrips will be included as four of the lesson plans:

- Open Air Market Fieldtrip: one two-hour session conducted at a market of the group's choosing
- Grocery Store and Directions: one two-hour session conducted in a grocery store (showing students how to order food at a counter, ask for a particular item, asking for a bag, paying) and on the street practicing asking for directions
- Restaurant Fieldtrip: one two-hour session at a restaurant practicing ordering; asking questions about the menu; asking if items have meat, dairy, seafood etc; paying
- One additional fieldtrip of group's choosing

Materials: The Contractor must provide survival vocabulary lists and practice conversations. These should be provided with the six (6)-week lesson plan.

The Contractor shall not submit an invoice for payment until all requirements identified in this contract have been completed and delivery is accepted. The Government shall pay the Contractor as full compensation for all the work required and accepted under this purchase order the fixed-price rate. According to the U.S. Federal Acquisition Regulations (FAR), advance payments are prohibited. Pursuant to the Prompt Payment Act, the U.S. Government must make the payment within 30 calendars days after receipt of services. Please confirm in your offer that these payment terms are acceptable to your company. The Contractor shall submit an invoice for payment in the proper amount in Ukrainian Hryvnia to the following address monthly:

**FMO
U.S. Embassy
4 Igor Sikorsky
Kyiv, Ukraine**

The U.S. Government intends to award a purchase order/contract after to lowest priced, technically acceptable offeror without discussions with offerors. Therefore, the offeror's initial

offer should contain best terms from price and technical standpoint. However, the Government reserves the right to conduct discussions if necessary.

Your quotation must be submitted in a sealed envelope marked "Quotation Enclosed" to the US Embassy, 4 Igor Sikorsky St. to the attention of Cheryl Hipp, Contracting Officer on or before 17:00 on July 31, 2012.

Direct any questions regarding this request for quotations to Cheryl Hipp, Contracting Officer by letter or by telephone 521-5000 during regular business hours.

Sincerely,


Cheryl Hipp
Contracting Officer

